

## Checking the Accuracy and Completeness of your ERS4 Data

Please use this form to assist you in evaluating your county's data. If you answer "No" to any of the questions please take some time to go back through, review, and revise your data.

### Confirm the System Configuration (see box at top of Main Switchboard)

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|--|-----|----|
| 1. Does your Unit ID consist of your 2 digit state code & 3 digit FIPS code <sup>1</sup> ? . . .       | YES | NO |
| 2. Is the correct Reporting period listed with an end date on or before Sept. 30 <sup>th</sup> ? . . . | YES | NO |
| 3. Is the correct DataDB attached? . . . . .   | YES | NO |
| 4. Is the correct TableDB attached? . . . . .  | YES | NO |

### Make Sure ERS4 has been Updated

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|--|-----|----|
| 5. Have your Federal Filters <sup>2</sup> been downloaded? . . . . . | YES | NO |
|--|-----|----|

### Preview the Adult Summary Report (Preview using the "EFNEP, Alone or in combo" or the "All" Subgroup Filter)

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|--|-----|----|
| 6. On the Adult Summary Report, what is the value listed for # 1 – Total number of program families? _____                         |     |    |
| 7. Does the Total number of program families listed above equal the value listed on Adult Summary Report:                          |     |    |
| # 4 - Distribution of household children? . . . . .  | YES | NO |
| # 7 - Gender and racial/ethnic characteristics (total NBR)? . . . . .  | YES | NO |
| # 8 - Place of residence? . . . . .  | YES | NO |
| # 9 - Gender and age distribution of homemakers? . . . . .   | YES | NO |
| # 11 - Type of instruction? . . . . .  | YES | NO |
| # 12 - Status of homemakers? . . . . .   | YES | NO |
| # 13 - Months in program? . . . . .  | YES | NO |
| # 14 - Distribution of family size? . . . . .  | YES | NO |
| # 15 - Household income? . . . . .   | YES | NO |
| # 23 - Highest grade completed? . . . . .  | YES | NO |
| 8. On # 13 - Months in program, Is there data (i.e., no N/A, not blank)? . . . . .   | YES | NO |
| 9. On # 18 - Distribution of lessons taught – Does the number of homemakers listed under "Entry" (0 lessons) equal zero? . . . . . | YES | NO |
| 10. On # 16 - Reasons why homemaker did not complete the program. Is there a good distribution of responses? . . . . .             | YES | NO |

<sup>1</sup> FIPS codes can be found at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

<sup>2</sup> If Federal Filters have been installed you will see EFNEP RC 1-5 when you click on "Subgroups" - "View/Edit Filters". If you do not see them, go to <http://www.csrees.usda.gov/nea/food/efnep/ers/installation-upgrades.html> and follow the links to download and install. This is required!

## Checking the Accuracy and Completeness of your ERS4 Data

### Verify Staff Information

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|--|-----|----|
| 11. Are your staff hours accurate? .....   | YES | NO |
| 12. Does your Staff Status Report include only current staff? This includes staff that left mid-year .....                                 | YES | NO |
| 13. Are your volunteer hours accurate? .....   | YES | NO |
| 14. On the Volunteer Summary Report, what is the value listed for #1 – Total number of volunteers on p.1 _____, p.2 _____, and p. 3 _____. |     |    |
| Is the value from p.2 plus the value from p.3 $\geq$ to the value from p.1? .....  | YES | NO |

### Check the Other Reports (collecting this data is strongly encouraged)

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|---|-----|----|
| 15. On your Behavior Checklist Report, do you have checklists from at least 90% of your participants (unless you have an approved sampling plan)? ..... | YES | NO |
| 16. On your Diet Summary Report, do you have recalls from at least 90% of your graduates (unless you have an approved sampling plan)? .....             | YES | NO |

### Fix any “No’s” (“No’s” indicate errors – you need to review your data)

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17. Please use the following as a guide as you go back through, review and revise your data.
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|---------|--|
| Q 1-2   | Click on System Administration and update your System Configuration. FIPS codes can be found at <a href="http://www.itl.nist.gov/fipspubs/co-codes/states.htm">http://www.itl.nist.gov/fipspubs/co-codes/states.htm</a>    |
| Q 3-4   | Click on System Administration and DataDB and TableDB to attach the correct file.  |
| Q 5     | Go to <a href="http://www.csrees.usda.gov/nea/food/efnep/ers/installation-upgrades.html">http://www.csrees.usda.gov/nea/food/efnep/ers/installation-upgrades.html</a> and follow the links to download the Federal Filters |
| Q 6-7   | Review your data if totals for Question 7 and each sub-question of Question 8 are not equal  |
| Q 8-9   | Make sure exit date and number of lessons taught are accurate and up-to-date for each client   |
| Q 10    | Consider alternatives if “Other” is the primary response for not completing the program  |
| Q 11-14 | Look for errors, make updates, and delete any staff that did not work during the reporting year  |
| Q 15-16 | Go back and input missing data if # of participants or # of graduates do not seem reasonable   |

### Export your ERS4 Data to your State Office

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ERS4 data should only be exported to the state office after all of the red “No’s” are corrected and you are confident your data is accurate and complete. The *EFNEP Evaluation/Reporting System Unit Level User's Guide* has some basic export instructions (see <http://www.csrees.usda.gov/nea/food/efnep/ers/documentation/ers4usr.pdf>, p. 99), but contacting your state office for any specific instructions is recommended. If you encounter any issues or have any questions please send an email to [crs-help@lyris.csrees.usda.gov](mailto:crs-help@lyris.csrees.usda.gov).